

## **JOB ANNOUNCEMENT**

**POSITION TITLE:** Court E-Filing Specialist  
**LOCATION:** Administrative Office of the Courts, Salt Lake City  
**TYPE OF POSITION:** 1 Full-time, with benefits  
**STEP/SALARY RANGE** Step 55 -60 (\$20.88 - \$23.91)  
**CLOSING DATE:** 12/14/2005, at 5:00 p.m.

### **APPLICATIONS SHOULD BE DIRECTED TO:**

Human Resources Department  
Administrative Office of the Courts  
450 S. State Street  
Salt Lake City, Utah 84114  
Phone: 801-578-3890  
Fax: 801-238-7814

### **DUTIES:**

- Primary responsibility of this position is administration of and training for the courts' document e-filing system.
- Provides individual and/or group software instruction to attorneys, court, and other state agency personnel; provides assistance on specific computer applications, software capability and use.
- Provides assistance for court computer systems including adding new users, administering security, software licensing issues, and developing new forms for use by the e-filing system.
- Responds by phone, email, or in person to user questions/concerns with a variety of court software programs and hardware issues. Refers complex problems to other IT staff or vendors.
- Provides assistance to other IT staff in researching and answering advanced questions.
- Troubleshoots software and hardware problems.
- Generates computer reports and maintains necessary documentation.
- Reviews, tests, and recommends new software and hardware products; installs new software and updates.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Requirements: Bachelors degree or equivalent combination of education and work.

Legal industry experience is required. Must be able to communicate effectively, both orally and in writing; strong computer skills required; strong public relations skills; ability to develop clear and detailed documentation. Experience with CORIS, E-filing and/or imaging systems is preferred.

**Must be able to travel to in-state court locations and stay overnight as required. Must be able to lift 50 lbs.**

### **APPLICATION INFORMATION:**

Applications may be obtained from Utah Dept of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, UT, or from our website at: [www.utcourts.gov/admin/jobs](http://www.utcourts.gov/admin/jobs). Phone: (801)578-3890

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*